

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070119-9

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
CAPER - Report #6 - Miscellaneous Statistics2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING3. FUNCTIONAL AREA
PERSONNEL
LOGISTICS ☒ TRAINING
MEDICAL ☐ SECURITY
FINANCE
ADMIN. GENERAL
OTHER (specify)4. NO. OF COPIES PREPARED
1--on 20th of month
4--at end of month5. FREQUENCY (weekly, monthly, quarterly, etc.)
twice each month6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of the month
4--at end of the month7. FORMAT (memorandum, form computer print-out, etc.)
Computer Print-Out8. ADP PROCESSING
☒ YES ☐ NO IF YES GIVE ADP PROCESSING NO.
5809. DIRECTIVE AUTHORITY REQUIRING REPORT
(basic policy statement)10. PREPARING COMPONENT (include lowest level contributing information to report)
OCS
OS/SR&CD11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Punched Cards (SR&CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	COST PER YEAR
PUNCHED CARDS	NUMBER	COST EACH			
	389	.05	19.45	12	350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE			
1 (Single Copy)	.05	.05	24	1.20
4 (Multicopy)	.03	.12	24	2.88
TOTAL COSTS PER YEAR				\$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report provides production statistics used in monthly reporting in Personnel Security Division.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☒ OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

29 September 70

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